

# Job Announcement

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<b>Opening Date:</b>	May 8, 2009	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Manager, Office of Employee Services	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000437	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	<b>Grade/ Entry Salary:</b>	J17 \$57,074 - \$68,471 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

## Regular state employees subject to promotion/demotion policy

**Essential Functions:** The Human Resources Department is looking for a senior professional to oversee the Recruitment, Examination, Employment, and Benefits activities for the Maryland Judiciary. The manager serves as the expert in the field of recruitment and employment, and as the head of the office, reports to the Executive Director, and Deputy Executive Director. The manager provides assistance to staff, supervisors, managers and Administrative Officials regarding recruitment activities, administration of exams for select job classifications, hirings, separations, health benefits and retirement. The ideal candidate must be a strong manager, results oriented, an individual with good judgement, values teamwork, and have an excellent understanding of non-traditional human resources practices, creative recruitment and employment strategies and the dynamics of effective communication. Major responsibilities include but are not limited to: developing strategic goals and objectives, policies and procedures; directing the work of para-professional and professional staff and providing technical guidance on personnel transactions and applicant testing procedures. The Manager develops, monitors and maintains the office; coordinates the temporary agency and advertising budget; resolves, on a daily basis, issues and challenges presented by a variety of individuals on employment laws/regulations; directs specialized or administrative studies of routine and non-routine issues and problems pertaining to human resources functions; prepares, reviews, and responds to a variety of documents of a highly sensitive or complex nature; and coordinates job fairs with outside institutions. The selected candidate will provide expert advice to senior level agency officials on recruiting and employment related activities. He/she will also negotiate with agency officials, explaining the capabilities of the unit staff and the full range of HR services available. Performs other related duties.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Four years of professional human resources experience in the areas of either job analysis, job evaluation, salary administration, employee recruitment and selection, employee-employer relations, human resources program evaluation, or human resources policy formulation, and two years of experience supervising or managing professional staff. The professional work must have involved coordination of employment related activities, recruitment projects, etc. as described in the essential functions. PC proficiency is required.

**Note:** Professional Human Resources experience as defined above may be substituted on a year for year basis for the required education.

**Preferred:** Professional experience in benefits, recruitment, examination and selection practices and systems; experience with automated database systems. Bi-lingual candidates are encouraged to apply.

**Skills/Abilities:** Knowledge of human resources, policies and procedures; Federal, State and other applicable human resources related laws, rules, regulations and ordinances. Demonstrated experience in managing a human resources program. Proven ability to analyze and resolve issues involving the interpretation or application of pertinent laws, HR policies, procedures, rules and regulations. Ability to develop, implement and administer policies and procedures for providing effective and efficient HR programs and services; Ability to independently identify and respond to management issues, concerns and needs related to employee services, recruitment and selection programs; Ability to analyze problems, identify alternative solutions and exercise good judgment, flexibility, creativity and sensitivity; Demonstrated interpersonal and people management skills; Ability to communicate clearly and concisely and to pro-actively carry out the vision, mission and values of the office. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department  
Attn: Office of the Executive Director  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.